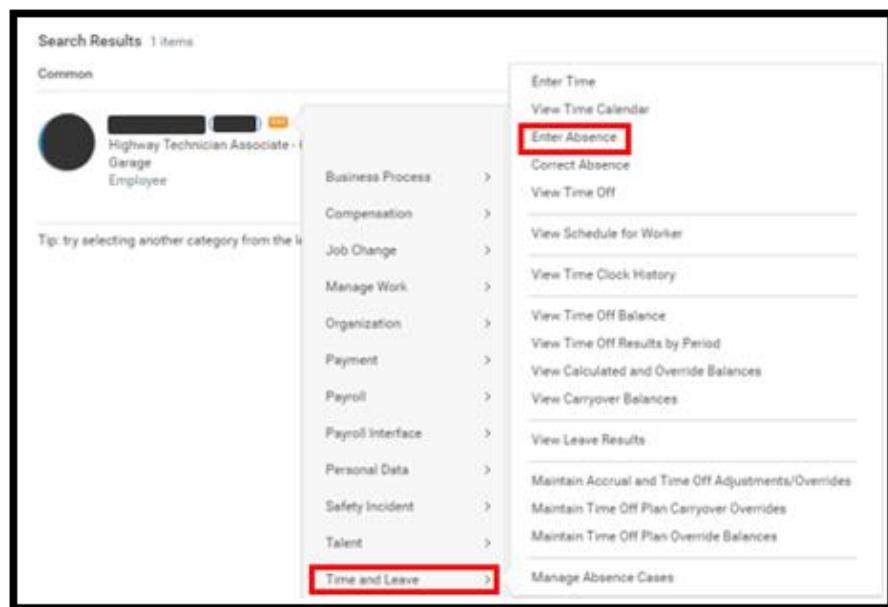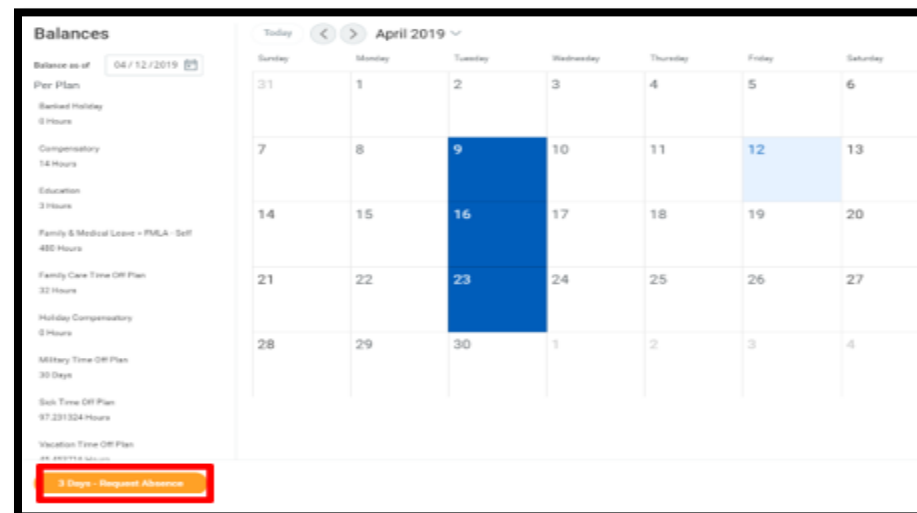# Absence: • Intermittent Unpaid FMLA

Manager

ENTERING ABSENCE OF UNPAID INTERMITTENT FMLA
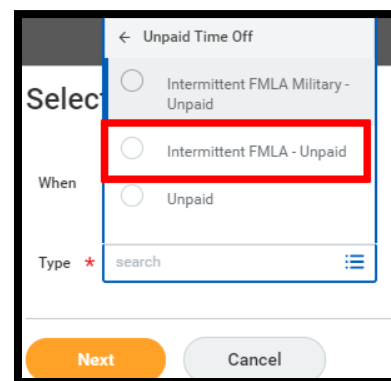
From the **Search** bar:

1. Find the name of the **Employee** and click on it.

2. Click the **Related Actions** Button. Then click on **Time and Leave** > **Enter Absence**.

3. Select **Date(s)** and **Request Absence**.

4. Click on in the **Type** field > **Unpaid Time Offs** > **Intermittent FMLA – Unpaid**. Then click **Next.**

5. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day the employee will be taking off.

6. Then click **Submit**.

7. This will go to the HR Partner to review & approve.

The employee should be doing this. If the manager needs to do it for some unique reason, then From the **Search** Bar:

8. Find the name of the **Employee** and click on it.

9. Click the **Related Actions** Button . Then click on **Time and Leave** > **Enter Absence**.

10. Select the **date(s)** that were selected on Step 3 and **Request Absence.**

11. Click on in the **Type** field > **Unpaid Time Offs** > **Unpaid**. Then click **Next.**

12. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day the employee will be taking off. These hours should match Step 5.

13. Then enter **Reason** > **Authorized – medical**.

14. Once the paid time is approved by the HR Partner, then it will look like below.

You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.